

The regular meeting of the Municipal Civil Service Commission convened on Monday, September 30, 2002, at 12:30 p.m. with Priscilla Tyson and Grady Pettigrew present.

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RE: *Hearing on the merits of the appeal of Billie G. Lee, from the action of the Department of Public Safety, Division of Fire, suspending him for 48 hours from the position of Fire Battalion Chief – Case No. 02-CA-0003.*

The motion by the City for a continuance due to the unavailability of a witness was granted.

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RE: *Review and approval of the August 26, 2002, Regular Commission Meeting minutes.*

The minutes were approved as written.

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RE: *Review of the results of the pre-hearing conference for the following appeal:*
a. *Duane Hicks vs. City of Columbus, Department of Public Safety, Division of Police, Appeal No. 02-CA-0004. Police Officer, 30-hour suspension, hearing scheduled for October 28, 2002.*

PRESENT: Theresa Lynn Carter, Deputy Executive Director

Lynn Carter appeared before the Commissioners and reported on the results of a pre-hearing conference held earlier today.

Duane Hicks, Police Officer was suspended for 30 hours for violation of Rule of Conduct #1.36. Mr. Hicks' appeal is based on mitigation and the merits. Mr. Waddy is representing the appellant and intends to call the appellant and one other witness. Mr. Waddy does not anticipate having any records other than the transcripts generated as a part of the Director's Hearing and the criminal proceedings before Judge Taylor. Mr. Matuska will represent the City in this hearing and plans to call approximately six witnesses. Most of Mr. Matuska's exhibits are going to be based upon the hearing before Director Brown, the IAB investigation and the transcript. Both attorneys will review the transcript from the criminal proceedings and advise by October 11, 2002, if they can stipulate to the testimony given so as to avoid calling those witnesses. It is anticipated that this hearing will take one full day.

The Commissioners agreed that they would meet at 9:00 a.m. on October 28, 2002, to hear this matter, break for the regularly scheduled meeting at 12:30 p.m. and then reconvene at 1:30 p.m. to finish hearing the matter.

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Re: *Rule revisions.*

No Rule revisions were submitted this month.

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RE: *Request of the Civil Service Commission staff to approve revisions to the Class Plan Index.*

PRESENT: Tamira Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to revise the Class Plan Index. The proposed revisions were the result of a review of the Class Plan and primarily consisted of resolving current inconsistencies, assigning classifications more appropriate to family and/or groups and more clearly defining the headings for the job families and groups.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Trial Board recommendations.*

No trial board recommendations were submitted this month.

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RE: *Columbus Public Schools Classification Actions.*

No classification actions were submitted this month from the Columbus Public Schools.

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RE: *Request of the Civil Service Commission staff to approve the specification review for the classification Equal Employment Opportunity Officer (Public Safety Department) with no revisions (Class Code 0801).*

This item was deferred.

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RE: *Request of the Civil Service Commission staff to approve the review of the specification for the classification Fleet Management Division Administrator with no revisions (Class Code 0272).*

PRESENT: Barbara Crawford, Personnel Analyst II

Barb Crawford presented the Commission's request to approve the specification review for Fleet Management Division Administrator with no revisions in accordance with Civil Service Commission policy that any classification that has not been reviewed during the past five years shall be reviewed and revised if needed. This classification was last reviewed in May of 1997. There is currently one incumbent in this classification.

Based upon information received from the Public Service Department, no proposed revisions are needed at this time. It was therefore recommended that the classification specification be approved with no changes.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification GIS Application Manager, retitle it to read Citywide GIS Manager and amend Rule XI accordingly (Class Code 0242).*

PRESENT: Barbara Crawford, Personnel Analyst II

Barbara Crawford presented this request as part of the Commission's ongoing effort to update all specifications at least every five years. This classification was created in 1995 to oversee the citywide implementation and maintenance of the Geographic Information System (GIS) and serve as the liaison between the consultants charged with the design of the system and the City administration. This classification was designed as a single position classification.

The citywide use of GIS technology and its applications has increased dramatically since the creation of this classification. Departments and divisions are dependent upon the Department of Technology (DoT) to provide an enterprise system for GIS that gives them the tools and applications to utilize this technology to its fullest. The GIS Application Manager is responsible for ensuring that DoT meets these expectations. Therefore, it was recommended that this classification be retitled Citywide GIS Manager to reflect the size and scope of GIS as a business enterprise within the City of Columbus.

It was recommended that the definition be revised to read “Under general direction” instead of “Under administrative direction”. The examples of work were revised to reflect new responsibilities and duties as a result of assuming full responsibility for GIS as a business enterprise instead of just a liaison between the consultants and the City. A guidelines for class use reflecting this is a single position to be used exclusively in DoT was added. No revisions to the minimum qualifications, knowledge, skills and abilities, probationary period or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to impose a hiring moratorium on the specification for the classification Commission Secretary (U) [Class Code 0497].*

PRESENT: Tamira Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission’s request to place a hiring moratorium on the specification for the classification Commission Secretary (U). This classification was last reviewed in February 2001 and has two employees currently serving in this classification.

The responsibilities assigned to this classification overlap significantly with the proposed Administrative Secretary (U). It was therefore recommended that a moratorium be imposed that would serve to eliminate further redundancies without adversely impacting current employees.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to impose a hiring moratorium on the specification for the classification Administrative Secretary II (U) [Class Code 0821].*

PRESENT: Tamira Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission’s request to place a hiring moratorium on the specification for the classification Administrative Secretary II (U). This classification was last reviewed in 1988.

The responsibilities assigned to the unclassified secretary series are to be performed by either the proposed Executive Secretary (U) or the proposed Administrative Secretary (U), resulting in the duties performed by this classification as being redundant and duplicative with the proposed, reworded series. The proposed moratorium would have no impact on the employees currently serving in this classification.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise and retitle the specification for the classification Administrative Secretary I (U) to read Administrative Secretary (U) [Class Code 0820].*

PRESENT: Tamira Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to revise the specification for this classification and retitle it Administrative Secretary (U). This classification was last reviewed in April of 1994.

The proposed revisions were the result of a review of the unclassified Administrative Secretary class series. The intended purpose of this review was to eliminate the redundancies that currently exist in this series, to provide more guidance for position allocation, to link position allocation back to the City Charter and to have one class in the series dedicated to the bargaining unit.

The revisions to the definition and examples of work more accurately portray the typical work performed by unclassified Administrative Secretaries. A guidelines for class use was utilized that specifies that positions in this classification are appointed pursuant to City Charter Section 148(1)(j) or Section 148(1)(k).

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to create the specification for the classification Executive Secretary I (U).*

PRESENT: Tamira Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to create the specification for the classification Executive Secretary I (U). This creation is part of a proposed unclassified Executive Secretary class series that would consist of an Executive Secretary I (U) and an Executive Secretary II (U). The intended purpose of this series is to acknowledge and recognize with separate classifications, the higher level of work performed by the confidential secretary to a department director versus other secretary positions still working in the director's office but not performing in the same capacity as the confidential secretary.

The definition and examples of work were developed to more accurately portray the typical work performed by unclassified secretaries in the director's office. A guidelines for class use was also recommended that specifies that positions allocated to this classification are appointed pursuant to City Charter Section 148(1)(b) or Section 148 (1)(j). The proposed guidelines further stipulate that incumbents of this classification must work out of the department director's office or the office of an elected official.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to create the specification for the classification Executive Secretary II (U).*

PRESENT: Tamira Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to create the specification for the classification Executive Secretary II (U). This creation is part of a proposed unclassified Executive Secretary class series that would consist of an Executive Secretary I (U) and an Executive Secretary II (U). The intended purpose of this series is to acknowledge and recognize with separate classifications, the higher level of work performed by the confidential secretary to a department director versus other secretary positions still working in the director's office but not performing in the same capacity as the confidential secretary.

The definition and examples of work were developed to more accurately portray the typical work performed by the confidential secretary to an executive level position in the unclassified job family. A guidelines for class use was also recommended that specifies that positions allocated to this classification are appointed pursuant to City Charter Section 148(1)(b) or Section 148 (1)(j). The proposed guidelines further stipulated that incumbents of this classification must work out of the department director's office or the office of an elected official.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Chief Technology Officer and retitle it to read Technology Director/CTO (U) [Class Code 0100].*

PRESENT: Tamira Rollins, Personnel Administrative Officer

Tammy Rollins presented this request in response to the Commission's objective to review all classifications at least every five years to ensure accuracy. This classification was last reviewed in August of 1997. There is currently one incumbent serving in this classification.

At the time this classification was created, the Technology Office was to be a division of the Mayor's Office. However, since then, legislation was approved making Technology a department within the City's organizational structure. As such, it was recommended that the title be changed to be consistent with other director titles throughout the City. Similarly, it was also requested that the working definition be revised to be more similar to the wording used in other director class specifications.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Keep Columbus Beautiful Coordinator, retitle it to read Keep Columbus Beautiful Manager, designate the examination type as noncompetitive and amend Rule XI accordingly (Class Code 0751).*

PRESENT: Tamira Rollins, Personnel Administrative Officer

Tammy M. Rollins presented this request. There is currently one incumbent serving in this classification in the Refuse Collection Division, Public Service Department.

The Keep Columbus Beautiful Office (an affiliate of the Keep Ohio Beautiful and Keep American Beautiful organizations) employs seven people including one position that manages the entire Keep Columbus Beautiful affiliate and all of its associated programs. Given the size and scope of this program, it was recommended that the title of this classification be changed to read, Keep Columbus Beautiful Manager, to better reflect the overall responsibility and accountability of this classification.

No revisions to the definition were recommended. Revisions to the examples of work section were recommended to reflect the current work performed as it relates to managing the Keep Columbus Beautiful program. No revisions to the minimum qualifications, or knowledge, skills and abilities were recommended. A guidelines for class use was proposed that would clearly identify this classification as being a single position classification. While the program could expand or be housed in other departments or divisions, there would always be only one position responsible for serving as the coordinator of this program. It was further recommended that the classification be designated with a noncompetitive examination type consistent with Commission policy regarding single position classifications. No revision to the 365-day probationary period was recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Security Specialist (Class Code 3538).*

PRESENT: Jeanne Gallagher, Personnel Analyst I

Jeanne Gallagher presented this recommended revision at the request of the affiliated bargaining unit, AFSCME. The only revision was to one example of work; AFSCME requested the language “Enters data into a computer terminal and/or generates reports” be substituted with “May enter data into a computer terminal and/or generate reports”. No other revisions were requested.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification City Locksmith, retitle it to read Locksmith and amend Rule XI accordingly (Class Code 3507).*

PRESENT: Jeanne Gallagher, Personnel Analyst I

Jeanne Gallagher presented this request as part of the Commission’s ongoing effort to update all specifications at least every five years. This classification was last reviewed in August of 1997. There are currently two positions allocated to this classification, one in the Department of Public Service, Facilities Management Division and one in the Department of Recreation and Parks. It was recommended that this classification be retitled to read Locksmith in an effort to simplify the title and remove superfluous verbiage.

No revisions to the definition were recommended. Revisions to the examples of work were made to more accurately reflect the specific duties of the City Locksmith. No revisions to the minimum qualifications were required. Changes to the knowledge, skills and abilities were recommended to more accurately define the level of skill necessary for performance of the tasks. No revisions to the probationary period or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Wastewater Chemist I (Class Code 1928).*

PRESENT: Jeanne Gallagher, Personnel Analyst I

Jeanne Gallagher presented the Commission’s request to revise the specification for the classification Wastewater Chemist I as part of the ongoing effort to update all classifications at least every five years. This specification was last reviewed in April of 1999. There are twelve incumbents assigned to the Department of Public Utilities, Division of Sewerage and Drainage.

No revisions to the definition were recommended. Revisions to the examples of work were made to more accurately reflect the specific duties of the Wastewater Chemist I. No revisions to the minimum qualifications were required. Changes to the knowledge, skills and abilities were recommended to more accurately define the level of skill necessary for performance of the tasks. No revisions to the probationary period or the examination type were required.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Wastewater Chemist III (Class Code 1930).*

PRESENT: Jeanne Gallagher, Personnel Analyst I

Jeanne Gallagher presented the Commission’s request to revise the specification for the classification Wastewater Chemist III as part of the ongoing effort to update all classifications at least every five years. This specification was last reviewed in August of 1997. There is one incumbent assigned to the Department of Public Utilities, Division of Sewerage and Drainage.

No revisions to the definition were recommended. Revisions to the examples of work were made to more accurately reflect the specific duties of the Wastewater Chemist III. Revisions to the minimum qualifications were recommended to make them comparable with the other classifications in the series and to eliminate redundancies. Changes to the knowledge, skills and abilities were recommended to more accurately define the level of skill necessary for performance of the tasks. No revisions to the probationary period or the examination type were required.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Water Plant Attendant (Class Code 3886).*

PRESENT: Jeanne Gallagher, Personnel Analyst I

Jeanne Gallagher presented the Commission's request to revise the specification for the classification Water Plant Attendant as part of the ongoing effort to update all classifications at least every five years. This specification was last reviewed in August of 1993. There are currently four incumbents assigned to the Department of Public Utilities, Division of Water.

No revision to the definition was recommended. Revisions to the examples of work were recommended to more accurately reflect the specific duties of the Water Plant Attendant. No revisions to the minimum qualifications were recommended. Changes to the knowledge, skills and abilities were recommended to more accurately define the level of skill necessary for performance of the tasks. No revisions to the 180-day probationary period or the competitive examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Water Plant Operations Manager (Class Code 1169).*

PRESENT: Jeanne Gallagher, Personnel Analyst I

Jeanne Gallagher presented the Commission's request to revise the specification for the classification Water Plant Operations Manager as part of the Commission's effort to review all classifications every five years. This classification was last updated in November of 1998. There are currently three incumbents assigned to the Department of Public Utilities, Division of Water.

No revisions to the definition were requested. Revisions to the examples of work were recommended to more accurately reflect the specific duties of the Water Plant Operations Manager. A revision to the minimum qualifications was recommended to allow promotional opportunities within the series and to meet State of Ohio EPA certification requirements. Changes to the knowledge, skills and abilities were recommended to more accurately define the level of skill necessary for performance of the tasks. No revisions to the probationary period or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Water Plant Manager (Class Code 1170).*

PRESENT: Jeanne Gallagher, Personnel Analyst I

Jeanne Gallagher presented the Commission's request to revise the specification for the classification Water Plant Manager as part of the Commission's effort to review all classifications every

five years. This classification was last updated in November of 1998. There are currently two incumbents assigned to the Department of Public Utilities, Division of Water.

No revisions to the definition were requested. Revisions to the examples of work were recommended to more accurately reflect the specific duties of the Water Plant Manager. No revisions to the minimum qualifications were recommended. Changes to the knowledge, skills and abilities were recommended to more accurately define the level of skill necessary for performance of the tasks. No revisions to the probationary period or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Water Maintenance Supervisor II (Class Code 4041).*

PRESENT: Jeanne Gallagher, Personnel Analyst I

Jeanne Gallagher presented the Commission's request to revise the specification for the classification Water Maintenance Supervisor II as part of the Commission's effort to review all classifications every five years. This classification was last updated in September of 1999. There are currently five incumbents assigned to the Department of Public Utilities, Division of Water.

One revision to the definition was recommended to more accurately define the level of supervisory responsibility performed by this classification. Revisions to the examples of work were recommended to more accurately reflect the specific duties of the Water Maintenance Supervisor II. A revision to the minimum qualifications was recommended in an effort to remove all references to other classification titles from classification specifications. Changes to the knowledge, skills and abilities were recommended to more accurately define the level of skill necessary for performance of the tasks. No revisions to the probationary period or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Water Supply and Treatment Coordinator (Class Code 1165).*

PRESENT: Jeanne Gallagher, Personnel Analyst I

Jeanne Gallagher presented the Commission's request to revise the specification for the classification Water Supply and Treatment Coordinator as part of the Commission's effort to review all classifications every five years. This classification was last updated in August of 1997. There is currently one incumbent assigned to the Department of Public Utilities, Division of Water.

No revisions to the definition were requested. Revisions to the examples of work were recommended to more accurately reflect the specific duties of the Water Supply and Treatment Coordinator. Revisions to the minimum qualifications were recommended to remove all references to other classification titles from classification specifications and to keep the wording consistent throughout all classifications. Changes to the knowledge, skills and abilities were recommended to more accurately define the level of skill necessary for performance of the tasks. No revisions to the probationary period or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Water Research Laboratory Manager (Class Code 1937).*

PRESENT: Jeanne Gallagher, Personnel Analyst I

Jeanne Gallagher presented the Commission's request to revise the specification for the classification Water Research Laboratory Manager as part of the Commission's effort to review all classifications every five years. This classification was last updated in August of 1997. There is currently one incumbent assigned to the Department of Public Utilities, Division of Water.

No revisions to the definition were requested. Revisions to the examples of work were recommended to more accurately reflect the specific duties of the Water Research Laboratory Manager. Revisions to the minimum qualifications were recommended to more specifically define the educational coursework most relevant to the knowledge required to perform this job. Changes to the knowledge, skills and abilities were recommended to more accurately define the level of skill necessary for performance of the tasks. No revisions to the probationary period or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Business Development Specialist (Class Code 2000).*

PRESENT: Jeanne Gallagher, Personnel Analyst I

Jeanne Gallagher presented the Commission's request to revise the specification for the classification Business Development Specialist as part of the ongoing effort to update all classifications at least every five years. This specification was last reviewed in April of 1997. There are currently eight incumbents in this classification.

The definition was revised to better clarify the responsibilities of the incumbents. Revisions to the examples of work were recommended to more accurately reflect the specific duties of the Business Development Specialist. No revisions to the minimum qualifications were requested. Changes to the knowledge, skills and abilities were recommended to more accurately define the level of skill necessary for performance of the tasks. No revision to the probationary period or examination type was recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Fleet Coordinator (Class Code 3454).*

PRESENT: Jeanne Gallagher, Personnel Analyst I

Jeanne Gallagher presented the Commission's request to revise the specification for the classification Fleet Coordinator as part of the ongoing effort to update all classifications at least every five years. This specification was last reviewed in January 1997. There are currently four incumbents in this classification.

No revisions to the definition were recommended. The examples of work were revised to more accurately reflect the specific duties of the Fleet Coordinator. No revisions to the guidelines for class use or the minimum qualifications were recommended. Revisions to the knowledge, skills and abilities were recommended to more accurately define the level of skill necessary for performance of the tasks. No revisions to the probationary period or the examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Building Maintenance Supervisor II (Class Code 3496).*

PRESENT: Jeanne Gallagher, Personnel Analyst I

Jeanne Gallagher presented the Commission's request to revise the specification for the classification Building Maintenance Supervisor II as part of the ongoing effort to update all classifications at least every five years. This specification was last reviewed in June of 1997. There are currently seven incumbents in this classification.

It was recommended that the definition be revised to more accurately define the level and scope of supervisory responsibility performed by this classification to encompass all classifications involved in the maintenance of the interior, exterior and grounds of a facility. The examples of work were revised to more accurately reflect the specific duties of the Building Maintenance Supervisor II. No revisions to the minimum qualifications or guidelines for class use were recommended. Changes to the knowledge, skills and abilities were recommended to more accurately define the level of skill necessary for performance of the tasks. No revision to the probationary period or the examination type was recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Development Project Coordinator (Research), retitle it to read Development Research Coordinator and amend Rule XI accordingly (Class Code 2028).*

PRESENT: Jeanne Gallagher, Personnel Analyst I

Jeanne Gallagher presented this request as part of the Commission's ongoing effort to update all specifications at least every five years. This classification was last reviewed in December of 1997. There are two incumbents assigned to the Department of Development.

It was recommended that the definition be revised to better clarify the responsibilities of the incumbents. Revisions to the examples of work were recommended to more accurately reflect the specific duties of this classification. Revisions to the guidelines for class use were recommended to eliminate references to any specific department and to clarify the differentiation from the Research Analyst. No revisions to the minimum qualifications were recommended. Revisions to the knowledge, skills and abilities were recommended to more accurately define the level of skill necessary for performance of the tasks. No revisions to the probationary period or the examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Residency Hearing Reviews.*

No Residency Hearing Reviews were submitted this month.

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RE: *Personnel Action:*
Request of the Civil Service Commission staff to reallocate one (1) position in the Building Maintenance Supervisor I classification (59-07-00568) to the Security Specialist Supervisor classification and allow the affected incumbent to retain his current status and seniority.

PRESENT: Tammy Rollins, Personnel Administrative Officer

Within the Facilities Management Division there is currently one position, occupied by Keith Smith, that has been performing the work of a Security Specialist Supervisor since April 1998, when Mr. Smith was appointed to this position which was allocated to the Building Maintenance Supervisor I classification. With the recent creation of the Security Specialist Supervisor classification, it was recommended that the position occupied by Mr. Smith be reallocated to the Security Specialist Supervisor classification and that Mr. Smith be allowed to carry forward his employment status and seniority to the new classifications.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Personnel Action:*
Request of the Civil Service Commission staff to deem Lynn Lude qualified for the preferred eligible list for Inventory Control and Property Manager (Class Code 1335).

PRESENT: Tammy Rollins, Personnel Administrative Officer

As a result of a position audit completed on August 6, 2002, it was determined that position #59-07-00392, occupied by Lynn Lude, was misclassified as a Human Resources Representative. The audit findings indicated that this position would be more appropriately classified as Inventory Control and Property Manager and in accordance with Rule IV(E)(6), the Department has elected to reallocate Ms. Lude's position. Ms. Lude successfully completed the Inventory Control and Property Manager examination and her name is reachable on the current open-competitive eligible list. However, without Commission action, Ms. Lude would be required to serve a new probationary period for a job in which she has performed for more than ten years. Therefore, in accordance with Rule X(G)(1)(b), it was requested that Ms. Lude be deemed eligible for the preferred eligible list for the Inventory Control and Property Manager class which would acknowledge the probationary period as already having been served.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Personnel Action:*
Request of the Civil Service Commission staff to deem Bonita Lee qualified for the preferred eligible list for Community Relations Representative (Class Code 0798).

PRESENT: Tammy Rollins, Personnel Administrative Officer.

Commission staff requested that Bonita Lee be deemed qualified for the preferred eligible list for Community Relations Representative in accordance with Rule X(G)(1)(b). Over the past year, Ms. Lee has been working as a neighborhood liaison in the Mayor's Neighborhood Pride Initiative and assigned to the Greater Hilltop service area. Within the class plan, the Community Relations Representative classification is the most appropriate classification title, given Ms. Lee's primary responsibilities. While an audit of her position was not conducted, sufficient information was provided to us over the past year to substantiate that Ms. Lee was performing work as a neighborhood liaison and would be best classified as a Community Relations Representative. However, the position (#44-05-00037) occupied by Ms. Lee is currently allocated to the Commission Secretary (U) [Class Code 0497] classification.

In order to properly classify Ms. Lee, the Development Department has taken the appropriate action by requesting that her position be reallocated to Community Relations Representative and requested that she take the Civil Service examination for that class. The reallocation request was approved and Ms. Lee was given the opportunity to take the test. Ms. Lee passed the test with a banded score of 80, but did not score high enough to be reachable for appointment on the open-competitive eligible list. Therefore, in accordance with Rule X(G)(1)(b), it was requested that Ms. Lee be deemed eligible for the preferred eligible list for the Community Relations Representative class based on the work that she performed as a neighborhood liaison over the past year.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Personnel Action:*
Request of the Civil Service Commission staff to deem Sandy Taylor qualified for the preferred eligible list for Administrative Assistant (Class Code 0774).

PRESENT: Tammy Rollins, Personnel Administrative Officer

As a result of a position audit completed on September 13, 2002, it was determined that the position (#51-01-06931) occupied by Sandra Taylor is misclassified as a Payroll Clerk II. The audit findings indicated that this position is more accurately classified as Administrative Assistant. In accordance with Rule IV(E)(6), the Department elected to reallocate Ms. Taylor's position. While Ms. Taylor successfully completed the Administrative Assistant examination, her name was not reachable on the current open competitive eligible list.

Therefore in accordance with Rule X(G)(1)(b), it was requested that Ms. Taylor be deemed eligible for the preferred eligible list for the Administrative Assistant classification. This Rule allows the Commission to deem Ms. Taylor eligible for the Preferred List based upon position audit findings substantiating the misclassification and provided that Ms. Taylor has passed the test for the new class (Administrative Assistant) and has performed these duties satisfactorily for equivalency of the probationary period assigned to Administrative Assistant; all of which was true.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Administrative/Jurisdictional Reviews*

Review of the appeal of Mary Lager regarding the rejection of her application for the position of Maintenance Service Representative with the Columbus Public Schools.

The Commissioners approved the written recommendation submitted by the Civil Service Commission staff that Ms. Lager does not meet the minimum qualifications for the Maintenance Service Representative and upheld the rejection of her application for this classification by the Columbus Public Schools. Accordingly, the Commissioners decided to dismiss her appeal without a hearing.

Review of the appeal of John Meyers regarding the denial of his request for videotapes from the Police Commander promotional examination.

The Commissioners approved the written recommendation submitted by the Civil Service Commission staff to deny Mr. Meyers' request for videotapes from the Police Commander promotional exam. Civil Service Commission Rule XIX(A) provides that examination materials, including candidates' videotaped responses are confidential and are not public records. In addition, Ohio Revised Code Section 124.09(B) provides that the director of administrative services shall keep records of all examinations conducted and that "such records, except examinations and recommendations of former employees, shall be open to public inspection." Because the videotapes he requested are part of the examination they are excluded from public inspection. Accordingly, the Commissioners decided to dismiss Mr. Meyers' appeal without a hearing.

Review of the appeal of Jeffrey Wasem regarding his failure of the physical capabilities portion of the Firefighter examination.

The Commissioners approved the written recommendation submitted by the Civil Service Commission staff to deny Mr. Wasem's appeal regarding his failure of the physical exam component for the Firefighter exam. Mr. Wasem's examination score sheet was reviewed and the test monitor entered the notations, "fail" and "time on stair climber 1:42". Three minutes and forty seconds was required to pass this event; Mr. Wasem's time of one minute, forty-two seconds indicates he did not pass the test. Based upon the foregoing, The Commissioners decided to dismiss Mr. Wasem's appeal without a hearing.

Review of the appeal of Jimmy Chinn regarding his failure of the physical capabilities portion of the Firefighter examination.

The commissioners approved the written recommendation submitted by the Civil Service Commission staff to deny Mr. Chinn’s appeal regarding his failure of the Firefighter physical exam. Mr. Chin’s examination score sheet was reviewed and the test monitor entered the following notation, “candidate tripped on the stair at 3:30 and grabbed the handrail for a second to keep from falling”. Based upon the foregoing, the Commissioners decided Mr. Chinn did not pass the event because he grabbed the handrail and decided to dismiss his appeal without a hearing.

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RE: *BACKGROUND ADMINISTRATIVE REVIEWS*

Background Administrative Reviews Conducted By Brenda S. Sobieck September 5, 2002		
Name of Applicant	Position Applied For	Applicant #
1. Adrian D. Mitchell	Police Officer	02-BR-069
2. Jeffrey L. Shockley	Police Officer	02-BR-070
3. Shane G. Whitt	Police Officer	02-BR-071
4. Dana R. Woodson	Police Officer	02-BR-072
5. Zachary J. Miller	Police Officer	02-BR-073
6. Michael B. Mullett	Police Officer	02-BR-074
7. Donald W. Kroll	Police Officer	02-BR-075
8. Adam T. Kuhner	Police Officer	02-BR-076

After reviewing the files of Adrian D. Mitchell, Jeffrey L. Schockley, Shane G. Whitt, Dana R. Woodson, Zachary J. Miller, Michael B. Mullett and Donald W. Kroll, the Commissioners decided their names would not be reinstated to the Police Officer eligible list. After reviewing Adam T. Kuhner’s file, the Commissioners decided his name would be reinstated to the Police Officer eligible list.

Background Administrative Reviews Conducted By Theresa Lynn Carter September 5, 2002		
Name of Applicant	Position Applied For	Applicant #
1. Sean T. McConnell	Police Officer	02-BR-077
2. Eric D. Cook	Police Officer	02-BR-078
3. Jeffrey M. Stogner	Police Officer	02-BR-079
4. Stephen P. Kirtland	Police Officer	02-BR-080
5. Kent S. Collins	Police Officer	02-BR-081
6. Eric W. Hubble	Police Officer	02-BR-082
7. Benjamin N. Ball	Police Officer	02-BR-083
8. Eric G. Kunz	Police Officer	02-BR-084
9. Amber D. Davis	Police Officer	02-BR-085

After reviewing the files of Sean T. McConnel, Jeffrey M. Stogner, Stephen P. Kirtland, Kent S. Collins, Benjamin N. Ball and Eric G. Kunz, the Commissioners decided their names would not be reinstated to the Police Officer eligible list. After reviewing the files of Eric D. Cook and Amber D.

Davis, the Commissioners decided their names would be reinstated to the Police Officer eligible list. The Commissioners decided to defer a decision on Eric W. Hubble at this time.

Background Administrative Reviews Conducted By Brenda S. Sobieck September 12, 2002		
Name of Applicant	Position Applied For	Applicant #
1. Paul J. Soppe	Police Officer	02-BR-086

The Commissioners reviewed Paul J. Soppe's file and decided his name would not be reinstated to the Police Officer Eligible list.

Police Officer Applicants Removed During the Prescreening Process Conducted by Brenda S. Sobieck	
Name of Applicant	Removal Standard(s)
1. Scott A. Brunner	Traffic (E.2/E.5), Substance Abuse (H.2)
2. Stacey Flores-Ortiz	Substance Abuse (H.1/H.2)

The Commissioners reviewed the files of two police officer applicants for an administrative review of the decision of the Executive Director to reject their applications due to a violation of the background standards for police officers during the pre-screening process.

After reviewing the files of Scott A. Brunner and Stacey Flores-Ortiz, the Commissioners decided that their applications would not be accepted and they would not be permitted to take the police officer examination.

Police Communications Technician Applicants Removed During the Prescreening process Conducted by Brenda S. Sobieck	
Name of Applicant	Removal Standard(s)
1. Robert Hoffman	Criminal Activity (G.4)
2. Meishawna King	Substance Abuse (H.1)
3. Jessica Scott	Substance Abuse (H.2)

The Commissioners reviewed the files of three police communications technician applicants for an administrative review of the decision of the Executive Director to reject their applications due to a violation of the background standards for police communications technicians during the pre-screening process.

After reviewing the files of Robert Hoffman, Meishawna King and Jessica Scott, the Commissioners decided that their applications would not be accepted and they would not be permitted to take the police communications technician examination.

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The Commissioners adjourned their regular meeting at 1:52 p.m.

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